

Advancement Handbook for Personnelman (PN)

PREFACE

The purpose of this Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rate examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Personnelman (PN) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below. Additionally, as you progress through the paygrades, the questions from skill levels at the lower paygrade will become more technical and cover a broader scope.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skills areas. Keep in mind that policy and procedure changes can occur rapidly. To stay current, routinely review NAVADMINS, Military Pay Advisories, changes to the BUPERS CD-ROM, and changes to the various directives that guide personnel administration in the Navy.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for PN3

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General PN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, serialize, and mail a standard naval letter
<i>Knowledge</i> you should have to perform this skill:	Identify standard letter format elements: <ul style="list-style-type: none">• Margins• Identification Symbols and SSIC• From, To, Via, Subject, Reference, and Enclosure lines• Text and paragraph structuring• Signature block• Copy to block• Page numbering• Envelope preparation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• SECNAVINST 5210.11 – SSIC Manual• SECNAVINST 5216.5 – Correspondence Manual, Chapters 1 & 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the individual elements of a standard naval letter, such as the correct placement of the identification symbols, proper format of the subject line, how to list various references, the number of required spaces between lines and paragraphs, the size of the margins, the preparation of the signature block for an official signing “by direction,” the numbering of subsequent pages, and how to vary the format for use with a window envelope, as well as correspondence policies contained in the Correspondence Manual.

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General PN <i>Skill Area</i>	Files, Publications, and Directives
A <i>skill</i> you are expected to perform from the General Skill Area above:	Update and maintain files for correspondence, messages, instructions, directives, and publications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Set-up, maintain, and destroy files for correspondence, notices, and instructions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5210.11 - SSIC Manual • SECNAVINST 5212.5 – Records Disposition Manual, Parts 2 and 3, Chapter 1 • SECNAVINST 5215.1 - Navy Directives Issuance System • SECNAVINST 5216.5 – Correspondence Manual, Chapters 1 & 2 • SECNAVINST 5510.36 – Information Security Program Manual, Chapters 4, 6, 8, 9, 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how correspondence and directive are filed and maintained; how long files are kept; and how they should be destroyed.

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General PN <i>Skill Area</i>	Enlisted and Officer Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Custodian of field service records
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Maintain field service records • Secure field service records • Verify field service records • Purge field service records • Close-out field service records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1070.27 – Document Submission Guidelines • MILPERSMAN 1070 • NAVSO P-3069 – SDSPROMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures for opening and closing field service records, as well as questions on the storage, handling, privacy, organization, accuracy, verification of and purging field service records.

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General PN <i>Skill Area</i>	Enlisted Field Service Records
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare an immediate reenlistment
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare NAVPERS 1070/601 • Make NAVPERS 1070/613 entries • Make NAVPERS 1070/605 entries • Verify and purge field service record
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1070.27 – Document Submission Guidelines • DJMS PTG – Part 1, Chapter 2 • DODFMR 7000.14-R – MILPAY and Procedures, Vol. 7A, Article 350101 • ENLTRANSMAN, Addendum A • MILPERSMAN 1070, 1160-030 • OPNAVINST 1160.5 – Reenlistment Quality Control Program
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries of the immediate reenlistment contract; what Page 13 entries are required (direct deposit, leave, SRB, & Code of Conduct); the manner in which you should verify the service record, what documents you should give to the member, which ones should be forwarded for inclusion in the microfiche service record or retained in the new service record. Required DJMS and SDS actions.

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General PN <i>Skill Area</i>	Enlisted Field Service Records
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare an Agreement to Extend Enlistment, Extend Active Duty, or Recall to Active Duty
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare NAVPERS 1070/621 • Prepare NAVPERS 1070/622
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DJMS PTG – Part 1, Chapter 2 • DODFMR 7000.14-R – MILPAY and Procedures, Vol. 7A, Article 350101 • ENLTRANSMAN, Addendum A • MILPERSMAN 1070, 1160-030
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about which occasions require a NAVPERS 1070/621 or 1070/622; the procedures to make an extension operative, corrected or canceled; how to determine the following items of a USNR member's agreement to remain on active duty: Current Active Duty Date (CADD), the Reserve Active Duty Obligation (RADO), the Current Enlistment Date (CED), Operative Extension of Enlistment (OPEX), Inoperative Extension of Enlistment (INOEX), and Expiration of Reserve Enlistment (EREN). Required DJMS and SDS actions.</p>

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General PN <i>Skill Area</i>	Enlisted and Officer Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Dependency Application/Record of Emergency Data (NAVPERS 1070/602) Page 2
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify required documents (marriage, birth, divorce documents) • Determine dependency status • Determine entitlements to BAH • Determine dependency care status (e.g., single parent, dual military couple) • Determine beneficiary status for gratuity and unpaid pay • Identify signing and verification requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1750.10 – ID Cards • DJMS PTG – Part 3, Chapter 2 • DODFMR 7000.14-R – MILPAY and Procedures, Vol. 7A, Chapters 26 (BAH), and 36 (Death Gratuity) • MILPERSMAN 1070-270 • OPNAVINST 1740.4 - Family Care Policy
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about detailed entries of the NAVPERS 1070/602; requirements to claim a dependent and the approving authority; types of BAH; specific procedures for dual military couples; specific occasions when the Page 2 is required to be verified.

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General PN <i>Skill Area</i>	Enlisted and Officer Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Counsel service members about Government Life Insurance options
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Coverage options • Processing SGLV 8286 • Situations that result in SGLI termination • Restoration of coverage • Conversion to VGLI
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DODFMR 7000.14-R - MILPAY and Procedures, Vol. 7A, Chapter 47 • MILPERSMAN 1741-020
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how a member can increase, reduce, or decline SGLI coverage; procedures for distributing the SGLV 8286; occasions when SGLI coverage terminates; how to restore SGLI coverage; procedures to convert from SGLI to VGLI upon separation.

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General PN <i>Skill Area</i>	Enlisted Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make entries to Enlisted Qualification History (NAVPERS 1070/604)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Types of information recorded on the Page 4 • Good Conduct Award eligibility
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN 1070-280 • NAVPERS 18068F - VOL II – NEC • SECNAVINST 1650.1 - Awards Manual (Good Conduct eligibility)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about how Page 4 entries are made concerning PQS, awards, education, training, testing, and NECs; Good Conduct Award eligibility factors; the disposition of the Page 4 upon immediate reenlistment or separation.

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General PN <i>Skill Area</i>	Enlisted Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make entries to History of Assignments (NAVPERS 1070/605)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Types of information recorded on the Page 5
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• MILPERSMAN 1070-290
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the specific codes used for gains, losses, extensions, reenlistments, and tour commencement dates.

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General PN <i>Skill Area</i>	Separations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare a separation
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare a DD Form 214 • Prepare separation travel orders • Prepare Travel Certificate for Separation without orders • Prepare a separation detaching endorsement • Make NAVPERS 1070/613 entries • Make NAVPERS 1070/605 entries • Determine travel entitlements for separation • Prepare NAVPERS 1910/29 and 1910/30 • Close out and mail field Service Records
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1070.27 – Document Submission Guidelines • BUPERSINST 1900.8 –DD Form 214 • DODFMR 7000.14-R - MILPAY and Procedures, Vol. 7A, Chapter 35 • DODFMR 7000.14-R – Travel Policy & Procedures, VOL 9, Chapters 2, 4, 8 • ENLTRANSMAN, Chapter 12 and Addendum A • MILPERSMAN 1070 and 1900 • NAVSO P-6034 – JFTR, Chapter 5

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about detailed entries of the DD Form 214, including the purpose and use of the information, and the disposition of the document; factors that determine the type of characterization; what type of travel orders should be used to support a specific type of separation; the detaching endorsement entries that are unique to separations; the supporting Page 13 entries (TAMP, reenlistment recommendation, insurance, leave, etc.); the manner in which you should verify the field service record, which documents you should give to the member and which ones should be forwarded with the closed-out field service record; health and dental record disposition; travel entitlements and HHG shipment allowances.</p>
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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare applications for Identification and Privilege cards
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare a DD Form 1172 for active duty, reserve, retired personnel, dependents, former spouses, and disabled veterans.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1750.10 - ID Cards
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the detailed entries of the DD Form 1172, including eligibility for authorized benefits, the documentation required for eligibility verification, and the type of I.D. card that should be issued.

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General PN <i>Skill Area</i>	Pay and Allowances
<i>A skill</i> you are expected to perform from the General Skill Area above:	Determine and prepare entitlement for pay and allowances
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Computation of creditable service • Career sea pay and sea pay premium • Family separation allowance • Basic allowance for housing • Basic allowance for subsistence
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DODFMR 7000.14-R - MILPAY and Procedures, Vol. 7A, Chapters 1, 2, 18, 25, 26, 27 • MILPERSMAN 7220 • SECNAVINST 7220.77 – Career Sea Pay
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about computing service for pay purposes; entitlement to career sea pay and career sea pay premium; the categories and subcategories of FSA; entitlements to BAH and BAS. Required DJMS and SDS actions.

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General PN <i>Skill Area</i>	Advancement
A <i>skill</i> you are expected to perform from the General Skill Area above:	Paygrades, Rating and Occupational Fields
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Purpose of different rates and paygrades • Identify Ratings and their Occupational Field
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1430.16 – Advancement Manual, Chapter 1 • MILPERSMAN 1223 • NAVPERS 18068 – Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standard, Vol I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about requirements required of different rates and paygrades; occupational fields and ratings associated with each field.

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General PN <i>Skill Area</i>	Advancement
<i>A skill</i> you are expected to perform from the General Skill Area above:	Advancement/Change in Rating Procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • E2/E3 advancement • Regular cycle advancement • CAP advancement • Accelerated advancement • Class “A” School advancement • Frocking • Striker Identification
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1430.16 – Advancement Manual, Chapter 3 • BUPERSINST 1430.17 – CAP • MILPERSMAN 1420-060, 1430, and 1440 • SECNAVINST 5420.193 – BCNR
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about determining effective dates of advancement and TIR dates; delayed advancements; advancement limiting dates; advancement in a suspended reduction status; documenting change in rating; and requirements for BCNR request.

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General PN <i>Skill Area</i>	Advancement
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare Advancement Worksheets (NAVEDTRA 1430/2)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Advancement-in-rate requirements • Computation of PMA • Computation of award points • Computation of TIR
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1430.16 – Advancement Manual, Chapters 3, 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the requirements for advancement; detailed entries of the Recommendation for Advancement-in-Rate Worksheet, including the method of computing TIR, PMA, and awards.

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General PN <i>Skill Area</i>	Leave
A <i>skill</i> you are expected to perform from the General Skill Area above:	Procedures for leave authorization and reporting
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Leave Authorization (NAVCOMPT 3065) processing • Leave Authorization Log maintenance • Leave Authorization Number Log maintenance • Leave Tickler maintenance
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1050.11 – Foreign Leave Travel • DJMS PTG – Part 1, Chapter 2 • MILPERSMAN 1050
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions that use the general and special rules for charging inclusive leave dates; the actions required to maintain the Leave Authorization Log, the LAN Log, and the Leave Tickler; procedures for extending and canceling leave; computing a member's leave balance.

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General PN <i>Skill Area</i>	Personnel Accounting
A <i>skill</i> you are expected to perform from the General Skill Area above:	EDVR maintenance
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Organization and purpose of the EDVR • DMRS diary entries
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • EPMAC 1080 #1 UM-02 – DMRSMAN • EPMAC 1080 #4 UM-01 – EDVRMAN • NAVSO P-3069 – SDSPROMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the organization of the EDVR, including the purpose for each section and interpreting EDVR data elements. You should know the common transactions that affect the EDVR.

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General PN <i>Skill Area</i>	Enlisted Field Service Record
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process completed Evaluations and Fitness Reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Identify required occasions for evaluations and FITREP submission • Requirement for file copies • Preparation of Summary letter • Mailing procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1610.10 – EVAL/FITREP
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about eval and fitrep reporting policies; where copies are maintained and for what duration; preparing summary letters and procedures for forwarding reports to NAVPERSCOM.

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General PN <i>Skill Area</i>	Travel
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process a Permanent Change of Station (PCS)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Compute leave, travel, and proceed time • Prepare PCS orders • Prepare detaching endorsements • Prepare reporting endorsements • Prepare passenger reservation requests (PRR) • Report suitability for overseas assignment • Process travel information forms (NAVPERS 7041/1) • Prepare no-fee passport applications (DD Form 1056) • Process application for transportation of dependents (DD Form 884) • Prepare dependent entry approval requests • Determine entitlement for movement of HHG • Determine entitlement to dislocation allowance • Determine entitlement to travel allowances for dependents • Request advance pay • Process travel vouchers/travel claims • Process TLE requests • Obligated service requirements

<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUPERSINST 1320.6 - NATO Travel Order • BUPERSINST 7040.6 – Financial Management Guide for PCS • DJMS PTG – Part 1, Chapter 4 • DOD 4500.54 – Foreign Clearance Guide • DODFMR 7000.14-R – Travel Policy & Procedures, Vol. 9, Chapters 2, 4, 6, 8 • ENLTRANSMAN, Chapters 2, 4, 15, 17, 21, 24 • NAVSO P-6034 - JFTR, Chapter 5 • MILPERSMAN, 1050-083, 1300-080, 1320, 4600, 7220-300 and 7040 • OFFICER TRANSMAN, Chapter 2 • OPNAVINST 1740.3 - Navy Sponsor Program • OPNAVINST 1740.4 - Family Care Policy • OPNAVINST 1754.2 – Exceptional Family Member Program • OPNAVINST 4650.15 - Navy Passenger Transportation Manual, Chapters 2, 5
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about computing elapsed time; entries required on orders and endorsements; PRR submission requirements; data recorded on NAVPERS 7041/1; procedures for preparing and submitting no-fee passport applications; preparing dependent entry approval requests and processing applications for transportation of dependents; determining the effective date of orders; HHG shipment entitlement; DLA entitlement and when a SECNAVFIND is required; which dependents a member can receive travel allowances for; preparation of travel vouchers and temporary lodging expense claims; advance pay procedures; OBLISERV requirements and procedures. Required DJMS and SDS actions.</p>

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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Effect enrollment changes in the TRICARE-Family Member Dental Plan (FMDP)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • TRICARE-FMDP enrollment and disenrollment procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DODFMR 7000.14-R - MILPAY and Procedures, Vol. 7A, Chapter 54 • OPNAVINST 1751.1 – Dependents Dental Plan
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about dependent eligibility for the TRICARE-FMDP and the distribution of DD Form 2494 when changing enrollment status.

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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide customer service
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Welcome aboard packages • Meal passes • Skills and techniques to provide customer service
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN 1746-030 • NAVEDTRA 12972 – Customer Service Manual • OPNAVINST 1740.3 - Navy Sponsor Program
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about all facets of customer service; control and issuance of meal passes; and what information should be included in a welcome aboard package.

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General PN <i>Skill Area</i>	Automated Data Processing (ADP)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Input and verify ADP entries to effect changes on personnel actions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • DJMS procedures • SDS procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DJMS PTG • NAVSO P-3069 - SDSPROMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about DJMS and SDS actions required to make changes or entries of all the previous skill areas in this handbook.

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General PN <i>Skill Area</i>	Military Requirements
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide leadership required of a Third Class Petty Officer
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Appearance, behavior and knowledge to perform as a Third Class Petty Officer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12018 - BMR • NAVEDTRA 12024 - MRPO3 • NAVPERS 15665 - Uniform Regulations
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about 3M system, CBR, conduct and justice, damage control, first aid, flags, safety, and uniform regulations.

Part 2

Advancement Handbook for PN2

Advancement Handbook for PN2

General PN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft correspondence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Naval messages • Letters • E-mail • Security requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5510.36 - Information Security Program Manual, Chapter 4, 6, 8, 9, 10 • SECNAVINST 5216.5 - Correspondence Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about writing styles for letters, e-mails and messages, as well as security policies.

Advancement Handbook for PN2

General PN <i>Skill Area</i>	Enlisted Field Service Record
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process unauthorized absence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare NAVPERS 1070/606 • Prepare deserter message and DD Form 553
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN, 1070-300, and 1600 • DJMS PTG – Part 1, Chapter 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about documenting unauthorized absence, calculating lost time and its effects on EAOS, expiration of enlistment, and time-in-rate; administrative procedures for deserters. SDS and DJMS actions.

Advancement Handbook for PN2

General PN <i>Skill Area</i>	Enlisted Field Service Record
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process Non-Judicial Punishment and civil conviction results
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Prepare NAVPERS 1070/607 • Prepare NAVPERS 1070/613
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN 1070-310 and 320 • DJMS PTG – Part 7, Chapter 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about rate adjustment, forfeiture of pay; reporting a suspended sentence that is later vacated; modification and corrections to NAVPERS 1070/607; types of NJP and civil convictions that are reported on the NAVPERS 1070/613.

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General PN <i>Skill Area</i>	Pay and Allowances
<i>A skill</i> you are expected to perform from the General Skill Area above:	Determine and prepare entitlement for special pay and allowances
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Career Sea Pay and Sea Pay Premium • Special Duty Assignment Pay (SDAP) • Hostile Fire/Imminent Danger Pay (HFIDP) • Flight Deck Duty Pay (FDHDP) • Overseas Housing Allowance (OHA) • Move-In Housing Allowance (MIHA) • Overseas Cost-Of-Living Allowance(COLA) • Temporary Lodging Allowance (TLA)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1326.4 – Administration of Enlisted Flight Orders • DODFMR 7000.14-R – MILPAY and Procedures, Vol. 7A, Chapters 1, 2, 8, 10, 18, 24, and 27 • MILPERSMAN 7220 • NAVSO P-6034 - JFTR, Chapter 9 • OPNAVINST 1160.6 – SDAP • SECNAVINST 7220.77 – Career Sea Pay
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about computing service for pay purposes; entitlement to career sea pay and career sea pay premium; the categories and subcategories of FSA; SDA Pay entitlement and documentation; HFIDP entitlement; flight deck duty pay entitlement; processing overseas COLA worksheets; eligibility for OHA, MIHA, and TLA; required documentation for payment of overseas housing allowances. Required DJMS and SDS actions.

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General PN <i>Skill Area</i>	Separations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare a Fleet Reserve/Retirement
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Determine eligibility for Fleet Reserve/Retirement • Prepare a DD Form 214 • Prepare separation travel orders • Prepare a separation detaching endorsement • Make required NAVPERS 1070/613 entries • Make required NAVPERS 1070/605 entries • Determine travel entitlements for separation • Process SBP election documents • Close out and mail Service Record
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1070.27 – Document Submission Guidelines • BUPERSINST 1750.11 – SBP • BUPERSINST 1900.8 - DD Form 214 • ENLTRANSMAN, Addendum A • MILPERSMAN 1070, 1800 and 1830 • NAVSO P-6034 - JFTR, Chapter 5

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about detailed entries of the DD Form 214, including the purpose and use of the information, and the disposition of the document; factors that determine the type of characterization; what type of travel orders should be used to support a specific type of separation; the detaching endorsement entries that are unique to separations; the supporting Page 13 entries (TAMP, insurance, leave, etc.); the manner in which you should verify the service record, what documents you should give to the member and which ones should be forwarded with the closed-out service record; health and dental record disposition; travel entitlements and HHG shipment allowances; determine fleet reserve/retirement eligibility; documentation procedures for processing SBP elections.</p>
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Advancement Handbook for PN2

General PN <i>Skill Area</i>	Advancement
A <i>skill</i> you are expected to perform from the General Skill Area above:	Advancement/Change in Rating Procedures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Withholding advancement • Withdrawing recommendation for advancement • Restoration of rate
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1430.16 – Advancement Manual • BUPERSINST 1430.17 – CAP • MILPERSMAN 1430, 1440, and 1450
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about determining effective dates of advancement and TIR dates; delayed advancements; advancement limiting dates; advancement in a suspended reduction status; documenting change in rating; procedures for temporarily withholding an advancement; procedures for withdrawing a recommendation for advancement; procedures for rate restoration subsequent to a reduction in rate as a result of NJP.

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General PN <i>Skill Area</i>	Travel
A <i>skill</i> you are expected to perform from the General Skill Area above:	TEMADD, TEMDU, and availability processing
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Compute leave, travel, and proceed time • Prepare TEMADDD orders • Prepare TEMDU orders • Prepare detaching endorsements • Prepare reporting endorsements • Determine entitlement for movement of HHG • Determine entitlement to dislocation allowance • Determine entitlement to travel allowances for dependents • Process travel vouchers/travel claims • Process TLE requests
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DODFMR 7000.14-R - Travel Policy & Procedures, Vol. 9, Chapters 2, 4, 5, 6, 8 • ENLTRANSMAN, Chapters 17, 18, 21, 25 • MILPERSMAN, 1320, 7040 • NAVSO P-6034 - JFTR, Chapter 2, 3, 4, 5 • OPNAVINST 4650.15 - Navy Passenger Transportation Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about computing elapsed time; entries required on orders and endorsements; DLA entitlement and when a SECNAVFIND is required; which dependents a member can receive travel allowances for; preparation of travel vouchers and temporary lodging expense claims; when and how to make availability reports

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General PN <i>Skill Area</i>	Personnel Accounting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare diary message
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Diary submission requirements (NOTE: diary submission refers to any method of reporting personnel transactions, including SDS, SDS-3A, PCDMRS, or DMRS Message.)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • EPMAC 1080#1 UM-02 - DMRSMAN • NAVSO P-3069 - SDSPROMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about submission frequency requirements, miscellaneous transactions, FORMAN reporting, sailing transactions, watch qualifications, DNEC correction, military spouse data, assignment limitation, berthing capacity, and DMRS corrective actions.

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General PN <i>Skill Area</i>	Personnel Accounting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare an enlisted classification code (NEC) change recommendation
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Purpose of the NEC coding system • Types of NECs • NEC relationships and sequencing • The methods of changing assigned NECs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 18068 – NEC, Vol II
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of NECs: entry series, rating series, special series, and alphanumeric. How principal, component, and related NECs are sequenced in MAPTIS. The administrative process for recommending NEC assignment or removal.

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General PN <i>Skill Area</i>	Automated Data Processing (ADP)
A <i>skill</i> you are expected to perform from the General Skill Area above:	Input and verify ADP entries to effect changes on personnel actions
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • DJMS procedures • SDS procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DJMS PTG • NAVSO P-3069 - SDSPROMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about DJMS and SDS actions required to make changes or entries of all the previous skill areas in this handbook, as well as procedures, management and security of these programs.

Advancement Handbook for PN2

General PN <i>Skill Area</i>	Military Requirements
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide leadership required of a Second Class Petty Officer
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Appearance, behavior and knowledge to perform as a Second Class Petty Officer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12045 – MRPO2 • NAVPERS 15665 - Uniform Regulations • OPNAVINST 3120.32 – (SORM) • U.S. Navy Regulations, 1990
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about 3M system, career information, communications, damage control, drill and formation, equal opportunity, first aid, management, naval organization, safety, sea power, security, training, and uniforms.

Part 3

Advancement Handbook for PN1

Advancement Handbook for PN1

General PN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare personal award recommendations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• Complete awards recommendations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• SECNAVINST 1650.1 - Awards Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about requirement and procedures for completing different types of award recommendations.

Advancement Handbook for PN1

General PN <i>Skill Area</i>	Enlisted and Officer Field Service Records
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manage performance Evaluation and Fitness Reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Performance reporting requirements and procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1610.10 – EVAL/FITREP
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types of performance reports; authority of reporting seniors; changes and supplements to performance reports; the member's right to review, make a statement, or appeal; summary group distribution.

Advancement Handbook for PN1

General PN <i>Skill Area</i>	Advancement
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administration of the enlisted advancement system
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Navywide advancement examination ordering • Duties of local examination boards • Transferring exams • Forwarding exam returns • Submit BCNR request
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1430.16 – Advancement Manual • SECNAVINST 5420.193 – BCNR • SECNAVINST 5510.30A – Navy Personnel Security Program, Chapter 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures for ordering Navywide advancement in-rate examinations; duties and responsibilities of local exam boards; administrative procedures of transferring exams, forwarding exams and requirements for a BCNR request.

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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine officer program eligibility
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Limited Duty/Chief Warrant Officer program • Enlisted Commissioning Program (ECP) • Broadened Opportunity for Officer Selection and Training (BOOST) • Naval Academy
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1133.1 – LDO/CWO • MILPERSMAN 1530
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about officer program eligibility requirements and application procedures.

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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Determine enlisted program eligibility
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Service Schools • Navy College Program • Tuition Assistance • Sea/Shore Special Programs • Reenlistment Programs • Navy National Apprenticeship Program • HARP duty • Training and Administration of Reserves • Exceptional Family Member Program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1150.1 – HARP • BUPERSINST 1780.1 – Educational Benefits Program • ENLTRANSMAN - Chapter 6, 7, 9, 14, 16, 20 • MILPERSMAN 1160-090/100, 1220, and 1510 • NAVPERS 15878 – Retention Team Manual • OPNAVINST 1560.9 – Navy Voluntary Education Programs (Navy Campus) • OPNAVINST 1560.10 – Navy’s National Apprenticeship Program • SECNAVINST 1754.2 – Exceptional Family Member Program
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about enlisted program eligibility requirements and application procedures.

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General PN <i>Skill Area</i>	Customer Service
A <i>skill</i> you are expected to perform from the General Skill Area above:	Morale Services, Conferences and Ceremonies
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Liaison with Civil Agencies • Arrange conferences • Organize ceremonies
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN 1800-010, 5726-010 • OPNAVINST 5050.24 – Conferences • SECNAVINST 5603.2 - Printed Matter for Official Ceremonies
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about civil agencies whose functions relate to services provided to naval personnel; guidelines for setting up conferences or sending personnel to conference; and procedures for organizing ceremonies</p> <p>.</p>

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General PN <i>Skill Area</i>	Separations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Process administrative separations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Notification procedures • Administrative board procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • ENLTRANSMAN Chapter 12 and Addendum A • MILPERSMAN 1900 • SECNAVINST 1910.4 – Enlisted Administrative Separations
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about administrative separation processing requirements and procedures; admin separation authority; guidelines for discharge characterization; criteria for the following types of discharge: hardship, parenthood, weight control failure, entry level performance and conduct, unsatisfactory performance, homosexual conduct, substance abuse rehabilitation failure, misconduct, minor disciplinary infractions, and drug abuse.</p>

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General PN <i>Skill Area</i>	Personnel Accounting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Manpower management
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Submit PERSMAR • Interpret the Activity Manning Document (AMD) • Submit AMD changes • Enlisted Manning Inquiry Report (EMIR) • Limited Duty (LIMDU) • Humanitarian transfers and discharges • Homeport Change
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CINCLANT/PACTFLTINST 1306.14 – (PERSMAR) • ENLTRANSMAN Chapters 1, 2, 3, 13, 24, 25, 26 • MILPERSMAN 1306-020 • OPNAVINST 1000.16 – Manual of Navy Total Force Manpower • OPNAVINST 1300.15 – Navy Military Personnel Assignment Policy
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about procedures for making changes to an AMD; reporting the effect of unplanned losses on personnel readiness; enlisted personnel readiness reporting procedures for deploying commands; LIMDU designators; procedures for handling the LIMDU programs; different reasons for hardship reassignment or discharge; and procedures for homeport changes

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General PN <i>Skill Area</i>	Military Requirements
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide leadership required of a First Class Petty Officer
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Appearance, behavior and knowledge to perform as a First Class Petty Officer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12046 – MRPO1 • NAVPERS 15665 - Uniform Regulations • OPNAVINST 32120.32 - (SORM) • U.S. Navy Regulations, 1990
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about customs and courtesies, damage control, drill and formation, naval mission, navy regulations, organization, sea power, training, uniforms, and watch-standing,

Part 4

Advancement Handbook for PNC

Advancement Handbook for PNC

General PN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administration of correspondence program including writing and reviewing instructions and notices
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Write and review instructions and notices • Classification requirements • Congressional responses
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • MILPERSMAN 5216 • OPNAVINST 1710.7 – Social Usage and Protocol Handbook • SECNAVINST 5212.5 - Navy and Marine Corps Records Disposition Manual • SECNAVINST 5215.1 - Navy Directive Issuance System • SECNAVINST 5216.5 – Correspondence Manual • SECNAVINST 5510.30 – Navy Personnel Security Program • SECNAVINST 5510.36 – Information Security Program Manual
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about when and how to review directives; responding to Congressional inquiries; information security; as well as correspondence policies contained in the Correspondence Manual.

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General PN <i>Skill Area</i>	Personnel Casualty Reporting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare personnel casualty reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Personnel casualty reporting requirements • Command actions resulting from personnel casualties
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1770.3 – Navy Casualty Assistance Calls Program • MILPERSMAN 1770 • OPNAVINST 1770.1 – Casualty Assistance Calls and Funeral Honors Support Program
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about personnel casualty reporting requirements and command required actions resulting from casualties.

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General PN <i>Skill Area</i>	Military Requirements
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide leadership required of a Chief Petty Officer
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Appearance, behavior and knowledge to perform as Chief Petty Officer
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12047 – MR CPO • NAVPERS 15665 - Uniform Regulations • OPNAVINST 3120.32 - (SORM) • U.S. Navy Regulations, 1990
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about communications, conduct and justice, customs and courtesies, damage control, safety, security, uniforms, watchstanding.

Appendix 1

References Used in This Advancement Handbook

Short Title	Long Title	Stocking Point
BUPERSINST 1050.11	Foreign Leave Travel of Active Duty Navy Personnel	Notes 1, 2
BUPERSINST 1070.27	Document Submission Guidelines for the Military Personnel Records System	Notes 1, 2
BUPERSINST 1133.1	In-service Procurement for Appointment under the Active/Inactive Limited Duty Officer and Chief Warrant Officer Programs (LDO/CWO)	Notes 1, 2
BUPERSINST 1150.1	Policies and Administrative Procedures for the Hometown Area Recruiting Program (HARP)	Notes 1, 2
BUPERSINST 1320.6	NATO Travel Orders to and within the NATO Countries	Notes 1, 2
BUPERSINST 1326.4	Administration of Enlisted Flight Orders/Flight Pay	Notes 1, 2
BUPERSINST 1430.16	Advancement Manual	Notes 1, 2
BUPERSINST 1430.17	Command Advancement Program (CAP)	Notes 1, 2
BUPERSINST 1610.10	Navy Performance Evaluation and Counseling System (EVAL/FITREP)	Notes 1, 2
BUPERSINST 1750.10	Identification Cards for Member's of the Uniformed Services, Their Family Members, and other Eligible Persons (ID CARDS)	Notes 1, 2
BUPERSINST 1750.11	Survivors Benefit Plan (SBP)	Notes 1, 2
BUPERSINST 1770.3	Navy Casualty Assistance Calls Program Manual	Notes 1, 2
BUPERSINST 1780.1	Federally Legislated Educational Benefits Program	Notes 1, 2
BUPERSINST 1900.8	Certificate of Release or Discharge from Active Duty (DD Form 214)	Notes 1, 2
BUPERSINST 7040.6	Financial Management Guide for PCS Travel	Notes 1, 2
CINCLANT/ PACFLTINST 1306.14	Pre-deployment Personnel Manning Assistance Report (PERSMAR)	Fleet Pubs Library CD- ROM
DJMS PTG	Defense Joint Military System Procedure Training Guide (DJMS PTG)	Note 3
DODFMR 7000.14-R	Vol 7A - Military Pay and Procedures	Notes 2, 4
DODFMR 7000.14-R	Vol 9 – Travel Policy and Procedures	Notes 2, 4
DOD 4500.54	Foreign Clearance Guide	Note 9
EPMAC 1080 #1 UM-02	Diary Message Reporting System Users Manual (DRMSMAN)	Note 5
EPMAC 1080 #4 UM-01	Enlisted Distribution Verification Report Users Manual (EDVRMAN)	Notes 2, 5
NAVEDTRA 12018	Basic Military Requirements	Note 6
NAVEDTRA 12024	Military Requirements for Petty Officer Third Class	Note 6

Short Title	Long Title	Stocking Point
NAVEDTRA 12045	Military Requirements for Petty Officer Second Class	Note 6
NAVEDTRA 12046	Military Requirements for Petty Officer First Class	Note 6
NAVEDTRA 12047	Military Requirements for Chief Petty Officer	Note 6
NAVPERS 15559	Officer Transfer Manual	Notes 1, 2
NAVPERS 15560	Naval Military Personnel Manual (MILPERSMAN)	Notes 1, 2
NAVPERS 15665	United States Navy Uniform Regulations	Notes 1, 2
NAVPERS 15878	Retention Team Manual	Notes 1, 2
NAVPERS 15909	Enlisted Transfer Manual (ENLTRANSMAN)	Notes 1, 2
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume I	Notes 1, 2
NAVPERS 18068	Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards - Volume II	Notes 1, 2
NAVSO P-3069	Source Data Systems Procedures Manual (SDSPROMAN)	Note 3
NAVSO P-6034	Joint Federal Travel Regulations (JFTR)	Note 7
OPNAVINST 1000.16	Manual of Navy Total Force Manpower Policies and Procedures	Note 8
OPNAVINST 1160.5	Reenlistment Quality Control Program	Note 8
OPNAVINST 1160.6	Enlisted Bonus and Special Duty Assignment Pay Programs (SDAP)	Note 8
OPNAVINST 1300.15	Navy Military Personnel Assignment Policy	Note 8
OPNAVINST 1560.9	Navy Voluntary Education Programs (Navy Campus)	Note 8
OPNAVINST 1560.10	Administration of the Navy's National Apprenticeship Program	Note 8
OPNAVINST 1710.7	Department of the Navy Social Usage and Protocol Handbook	Note 8
OPNAVINST 1740.3	Navy Sponsor Program	Note 8
OPNAVINST 1740.4	U.S. Navy Family Care Policy	Note 8
OPNAVINST 1751.1	Dependents Dental Plan	Note 8
OPNAVINST 1754.2	Exceptional Family Member Program	Note 8
OPNAVINST 1770.1	Casualty Assistance Calls and Funeral Honors Support Program Coordination	Note 8
OPNAVINST 3120.32	Standard Organization and Regulations of the U.S. Navy (SORM)	Note 8
OPNAVINST 4650.15	Navy Passenger Transportation Manual	Note 8
OPNAVINST 5050.24	Policy and Procedures Concerning Scheduling Conferences Involving Expenditure of Navy Temporary Additional Duty Funds	Note 8
SECNAVINST 1650.1	Navy and Marine Corps Awards Manual	Note 8
SECNAVINST 1910.4	Enlisted Administrative Separations	Note 8
SECNAVINST 5210.11	Standard Subject Identification Manual	Note 8
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual	Note 8
SECNAVINST 5215.1	Department of the Navy Directives Issuance System	Note 8

Short Title	Long Title	Stocking Point
SECNAVINST 5216.5	Department of the Navy Correspondence Manual	Note 8
SECNAVINST 5420.193	Board for Correction of Naval Records (BCNR)	Note 8
SECNAVINST 5510.30	Navy Personnel Security Program	Note 8
SECNAVINST 5510.36	Information Security Program Manual	Note 8
SECNAVINST 7220.77	Career Sea Pay and Sea Pay Premium	Note 8
	United States Navy Regulations, 1990	Note 8

LEGEND:

Note 1 – These instructions are available on the BUPERS CD-ROM

Note 2 – These instructions are available through a link on the BUPERS Homepage:
<http://www.bupers.navy.mil/> using the *Instructions* button.

Note 3 – These instructions are available through a link on the BUPERS Homepage:
<http://www.bupers.navy.mil/> using the Services button and then clicking on Defense Joint Military Pay Services (DJMS) link

Note 4 – DODFMR 7000.14-R instructions are available at:
<http://www.dtic.mil/comptroller/fmr/>

Note 5 – EPMAC 1080 instructions are available at www.epmac.nola.navy.mil using the *Download* button

Note 6 – Naval training manuals (TRAMANs) are available online at:
<http://www.cnet.navy.mil/netpdtc/products.htm>

Note 7 – The JFTR is available through a link on the BUPERS Homepage:
<http://www.bupers.navy.mil/> using the *Links* button.

Note 8 – Unclassified OPNAV and SECNAV instructions are available online at:
<http://neds.nebt.daps.mil>

Note 9 – DOD Foreign Clearance Guide is available online at: <http://www.fcg.pentagon.mil/>